



**DEFENSE LOGISTICS AGENCY  
DEFENSE NATIONAL STOCKPILE CENTER  
8725 JOHN J. KINGMAN ROAD, SUITE 3229  
FT. BELVOIR, VIRGINIA 22060-6223**

IN REPLY  
REFER TO: **DNSC-C**

**September 2, 2005**

Dear Valued Commodity Purchaser:

In an effort to serve our customers more efficiently, the Defense National Stockpile Center (DNSC) now offers firms the opportunity to submit shipping instructions under their sales contracts via the Internet through access to the Defense Working Capital Fund Accounting System (DWAS). DNSC uses DWAS to document and manage sales and shipping instruction information for contracts awarded to our customers.

Our goal is to provide more prompt service by replacing the current process of customers faxing shipping instruction requests to DNSC contract specialists, who in turn must enter customer data into DWAS, with the ability for customers to enter the data directly online. DNSC contracting personnel are immediately notified via email message of the online submission of shipping instructions. At the same time, customers receive an automatic message from DWAS, identifying the contract specialist and contracting officer responsible for handling the request. Customers may also monitor the status of the request online, as well as the status of all of their sales contracts with DNSC.

In order to begin submitting shipping instructions online, firms **must** complete the attached "Defense National Stockpile (DNSC) Customer DWAS WEB Access Request Form." This form should be filled out, signed and a copy forwarded by facsimile to:

ATTN: Martha Hochberg  
Fax No.: (703) 767-5484

Individuals requesting online access to DWAS to submit shipping instructions must also be individuals who are designated in the certification in sales contracts as Persons Authorized to Request Shipment of Material and who currently submit written Shipping Instructions. We will send each request for access to DWAS to our security officer in Columbus, OH and persons requesting access will be notified by email of their user name and temporary password.

If you would like additional information or if you have any questions, please contact Martha Hochberg, Procurement Analyst, at (703) 767-5503, or [martha.hochberg@dla.mil](mailto:martha.hochberg@dla.mil).

Sincerely,

//s//

CHERYL A. DEISTER  
Director, Directorate of Stockpile Contracts

Attachment